## **Overturning An Appraisal**

Once a decision has been made in accordance with agency policy to change a rating on a completed appraisal, the appraisal can be overturned.

## Note:

Annual appraisals can only be overturned during the rating period (January 1 – March 31).

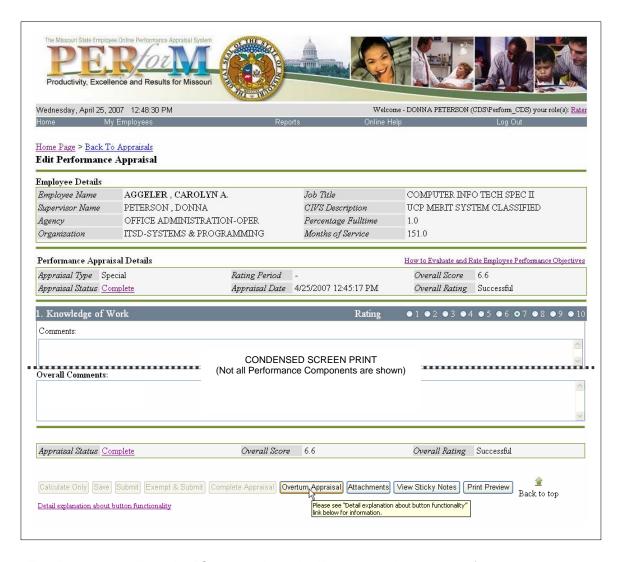
To overturn an appraisal, the Rater clicks on the "Overturn Completed Appraisals" link on their Home Page.



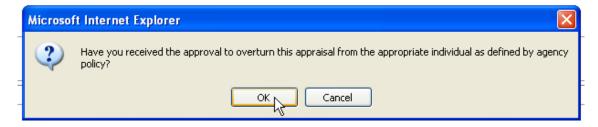
The Rater is taken to their list of appraisals. He or she will select the completed appraisal to open from the list by clicking the "Edit" link.



This opens the appraisal.



The Rater then clicks the "Overturn Appraisal" button at the bottom of the screen. A confirmation message is displayed.



If the Rater clicks "Cancel", the appraisal stays in completed status and remains unchanged. If the Rater clicks "OK" the appraisal status changes to "In Progress." The Rater can then edit the appraisal and save it or submit it.



The appraisal must go back through the process of being approved by the Reviewer before it can be completed. For annual appraisals, this must be done before the rating period is over.